January Core Data/MOSIS Webinar
Questions and Answers
January 13, 2016

OCTOBER CYCLE

Q: **Could I contact someone directly after the webinar about reporting district administrators? Specifically, which ones are to be reported and what position/course codes are most appropriate? We want to make sure we reported correctly in the October cycle. I have some specific questions.**

A: There are specific course codes for Administrators that would be reported in the Course Assignment file in October and the position codes are different depending on the course number reported. You may contact the Office of Data System Management at 573-522-3207 for assistance.

Q: **If a student is taking an online course through an out of state college or university, can we count that as dual enrollment? If so, what do we use for the college code for an out of state college?**

A: Appendix E of the Comprehensive Guide to the Missouri School Improvement Program has the list of higher education institutions for which dual credit is accepted on the APR.

FEBRUARY CYCLE-GRADUATE FOLLOW-UP

Q: **For February Graduate Follow-up, how do we code a student who has passed away since graduation?**

A: A deceased student should be reported as NA (not available for placement).

Q: **Which FACS code doesn't count for MSIP if the student is only employed?**

A: FCS 0604 is not included in CTE part of MSIP but if the student is a concentrator you are required to include all of the CTE information in the February Student Grad Follow-up submission for that student.

Q: **I just want to verify that on the Graduate Follow-up file, the fields for traditional/non-traditional and placement zip code are for adult students only and do not apply to comprehensive high schools. Is this correct?**

A: You are correct. These fields are only required for the adult/college students.

Q: **Are there some guidelines somewhere that would help us determine if a student is continuing their education or work in a related or non-related field? For example, a student attends a career center for automotive tech and then goes on to school for heavy equipment. Is that related?**

A: Please call Career Education to discuss this at (573) 751-3524.

Q: **In an earlier webinar this year, you mentioned that you would be collecting additional CTE information this year - is this still true? If yes, then what type of information?**

A: We are unaware of additional CTE information. If you still have questions regarding this, please contact Career Education to discuss this at (573) 751-3524.

Q: We have a student that was pregnant when she graduated and had the baby extremely premature, so the mother has been in the hospital with the child. She has plans to attend college but has been unable due to her illness during pregnancy and the child's hospitalization. Do we mark her as N?
A: You would report her as Other.

Q: Do we have to report the SSN# for the PS/Adult Follow-up?
A: Yes you will still be required to report SSNs for all PS/Adult students.

Q: The Graduates found in Higher Ed Report is not listed in my NSC report and my Superintendent doesn't see it either.
A: You need to make sure that you have MSIP APR Student Access and are logging into the Secured Content of the MCDS Portal.

Q: Why are foreign exchange students in our Grad Follow-up? They do not have a G01 exit code.
A: If you reported a foreign exchange student as transferring out at the end of the school year instead of graduation (G01) you would not report follow-up on that student. Follow-up is required for graduates and students with an IEP that have been reported as a dropout, or who have a CTE classification.

Q: I have done follow-up on students and 2 have been at OTC both fall and spring semester but are still not on the NSC Report. Also no private schools are showing up. This is causing a warning because the threshold for "matching" is too high. Is there an appeal to file?
A: As long as the higher education institution is reported in the comment field, then an adjustment may be made to an exceeded threshold.

Q: Students take Dual Credit in HS and NSC places them in a 2YR college, but on the Follow-up they are attending a 4 yr college. How do we correct this?
A: Please use the comment field to indicate which 4 year institution the student attended.

JUNE CYCLE

Q: The 8th grade tech literacy field has been an optional field since the 13-14 school year, correct?
A: We are no longer collecting the 8th grade tech lit field.

Q: Do we report CTSO (Career Technical Student Organization) students again this year?
A: Yes the CTSO submission will be required.

Q: Who reports CTSO? The Area Vocational School or home school?
A: The school with the CTSO chapter will be responsible for reporting the information.

Q: CTSO is collected in June, correct?
A: Yes the CTSO collection will be in June.

Q: We've heard rumor that the Referral Submission might become required for 2017 rather than optional. Since we don't currently collect all of the info for that submission, we would want to know far enough in advance to adjust what we record in our student information system.
A: This submission will remain optional.

Q: When will the June files be open?

A: We are discussing this now, and hope to have the files available for districts to upload and look at their edits very soon. This would include the June Student Core/Student Enrollment Attendance file and the June Student Course Completion file. They would be allowed to upload, but not Certify until June Cycle officially opens.

Q: I don't think the student information vendors are aware that the 8th grade tech lit field is optional. I have submitted the 13-14 and 14-15 school year with all of our students as not tested. Should I go back and recertify taking those codes out or does it matter at this point?

A: If the data you submitted is accurate, it is not necessary to remove it. It is an optional field which allows the data to be reported, but we aren't requiring it.

Q: We have students that have moved up grade level due to credits received in the first semester. Do we need to make a new enrollment record for these students or just change their grade level only?

A: This will be reflected in the June Student Enrollment Attendance file, there is a specific code for a grade level change (remained changed grade).

ASSESSMENT PRECODE

Q: When is the MAP-A Precode file due?

A: There is no MAP-A precode reported this year.

Q: Do we have a separate precode this year for MAP-A students for 2015-16?

A: No, there is not a precode for MAP-A this year.

Q: MAP precode, do we just submit the students taking the online test or do we include the MAP-A students, too?

A: Do not include MAP-Alternate students in the MAP Spring Precode submission.

Q: When I pull my MAP precode it did pull my MAP-A students. Should I delete those lines prior to submitting data?

A: Yes, the MAP-A students are not included in the MAP Precode.

Q: What are the three windows for MAP Grade Level precode?

A: Window 1 – due to DESE 1-29-2016, Window 2 – due to DESE 3-11-2016, and Window 3 – due to DESE 3-18-2016.

Q: Can you explain the purpose of multiple windows for testing precoding and how we determine which window to use?

A: Some districts experience frequent changes in student population during the spring semester, and offering multiple windows offer those districts an opportunity to reduce the amount of manual entry into the online testing system.

Q: For the MAP precode file, what are the window dates? I just need to verify who should be reported in this file. I am currently reporting all 3-8th graders minus MAP-A students (they are reported in KITE). What about 9-12 grades? My 9-12 MAP-A students are in KITE and I usually only report 9-12 grades in the separate Spring EOC file. Is this correct?

A: See the response above. The students that will be participating in an EOC will be precoded in a separate submission.

Q: I have a question regarding January MAP report. I entered my MAP-A kinds on my MAPSPR report (like last year) and this year I'm getting errors on those kids. I noticed the MAP report was missing the farthest-right column compared to last year (last year it was a MAP-A column and each student had a Yes or No in the field under that column.)
A: The MAP-A students are not included in the MAP Precode.

Q: Who can I call about test scores from November 2015?
A: Please call Accountability Data at (573) 526-4886.

Q: EOC precode, is registration for the pre-test automatic if we do the precode? If not, is that a change we could implement in the future?
A: Pre-test participation does not automatically include the student for the summative (or operational) assessment. There is a lot of student moving before, during and after testing. We cannot assume a student will be assessed on the summative assessment where they were assessed on the pre-test.

Q: In November, our students took the Algebra 1 EOC. Are those results on the DESE website yet?
A: Those results are available in the testing system, but will not be available on DESE's website until fall of 2016.

Q: Can you provide the dates the precode files populate the testing software? The DESE website shows the due date for submission but not when the data will be available in iTester.
A: It typically takes 2 to 3 weeks for the testing company to load the precode files.

Q: Our high school students are taking the ACT on paper, not online. Do we need to send in a pre-code?
A: Yes.

Q: I am trying to send in my ACT Precode and am getting an error that the DOB of a student does not match the DOB in MOSIS but it does match when I look in MOSIS. I am not able to certify this file with the error. The error is ASM01020.
A: The State ID does not match up to your student's name when looking at both systems. Verify the State ID is correct on the ACT Precode, matched to your student in the State ID system.

ATTENDANCE

Q: I have a question on how to treat a student for attendance purposes. Student is injured and will not attend school. Not receiving official "homebound" services from Special School District, but is getting work sent home and follow-up calls and other contact from teacher.   Is there any attendance we can claim for this student? Can this be treated like homebound or a virtual student?
A: No attendance can be claimed for this student if they are not being treated as a homebound student. If they are being treated and qualify for homebound services then you can claim attendance like homebound. Otherwise the student is absent.

Q: We have a student who is Resident II (R2) most of the day but receives some Special Ed services on site in the afternoon. How should I claim his attendance?

A: Unfortunately our system does not handle this well. You would have to report the child as R2 and then I would suggest if the student is attending part of the day at the other facility and then part of the day at your school you add those hours together and report those as attendance or absent hours. Then you will have to make sure you report the proper hours in session in June that combines the total possible they could have attended in the year.

Q: Can you explain more of the scenarios surrounding home bound services?

A: We have a document on the school Finance Website regarding Attendance Hours Reporting and part of that includes Homebound. Please give Finance a call and they can discuss your situation more at 573-751-0357.

Q: Should we report a student that was full time part of the year and is now part time?

A: You report them with the FTE they are for the time of the file you are completing. So maybe their FTE was full time in October and now it is part time so February will be less than a 1.0. If you have more questions please call Finance at 573-751-0357.

Q: In the 2014-2015 June MOSIS we have some virtual students with 0 attendance hours. I need to make changes and the file is coming up with an error on those students with 0 attendance hours. When I certified in June it was a warning.

A: It they are virtual students and did not complete the course, include them in the June file with 0 attendance hours (assuming they didn't have other attendance hours). These students also need to be reported in the October Course/Student Assignment and June Course Completion. If you have questions, please call Finance to discuss this issue at 573-751-0357.

CORE DATA

Q: I missed the first part about reporting Home School student lunch counts? Can you explain again please?

A: Home School Students are reported on the top portion of Screen 15. They are not related to lunch counts.

Q: What is the best way to figure out how many homeschoolers are in your district? Our district does not require them to register or anything.

A: Screen 15 Home School Count should only include students that a parent or guardian have filed a declaration as provided in Section 167.042 RSMo indicating they are being homeschooled and who do not attend a public, private or parochial school.

MOSIS ID

Q: Regarding duplicate MOSIS ID's, should we always select the first ID issued when someone transfers to our district, even if it was from Kindergarten and they were then assigned another ID from a new school and all of their testing has been done with the 2nd ID?

A: Please email the core data-mosis webreply and we will research this, but typically we like to keep the first one created if possible and it makes sense.

Q: If we have a student who has gone to court and changed her first and last name do we need to notify you or will it be changed when we use her number that was under her original name?

A: You need to make sure that you change the information in the MOSIS ID System in case the student moves and the other district is looking for a different name when assigning an ID (having the most up to date information helps prevent duplication of IDs). If you need help on getting it changed, please email our core data-mosis webreply and we will send instructions.

Q: We have 2 students who changed their legal name through the court system and also requested for their gender to be changed as well. We realized all data is tracked through the MOSIS number but looking at the previous questions should we do more to document this?

A: When a student has changes to their information, update the MOSIS ID System to ensure that the student name or other changes over time can be viewed on that student's State ID record. When changing names or gender, the system will likely want to create a new ID so it's important to ensure the existing State ID is the ID the student continues to have assigned to them.

STUDENT SSN

November 30, 2015 Listserv Memo 'Reporting of SSN in MOSIS':
   http://lists.mo.gov/archives/mosis/2015-November/000169.html
December 17, 2015 Listserv Memo 'Clarification for Reporting of SSN in MOSIS':
   http://lists.mo.gov/archives/mosis/2015-December/000170.html

Q: We received 2 MOSIS emails on Reporting of Student SSN on Nov30th and Dec 17th 2015 stating that SSN is no longer required for students, starting with the 2016-17 school year. Just wanted to confirm that this would apply starting in 2016-17 school year only. In June cycle in the June student core, SSN is a required field for A+ Completers and optional for others. We want to confirm if this rule still applies for this current school year 2015-16?

A: We no longer collect SSN for A+ Completers, we will look at our documentation and make sure it's correct. Starting with the 2017 year, we will not allow SSN to be reported with a few exceptions. If SSN is reported at this point in time DESE is working on a process to blank it out.

Q: Should we delete all social security numbers from our student information system? Will there be a separate place we will report SSN for A+ students?

A: It is not required to delete them from your system, the second listserv addressed this.
   The SSN just needs to not be reported to the Department unless it's an exception.

Q: We received a warning that some of our A+ students did not have a SSN reported for this year's February Student Core. Can we ignore this warning?

A: Yes, you can ignore the warning.

Q: Should we use student Social Security Number for Direct Cert uploads?

A: In the 2016-17 school year, the SSN field will not be allowed to be reported in the Direct Cert file.

Q: Are educator SSNs going to phased out as well at some point?

A: This has not been discussed at this point.

Q: So A+ will not have to report SSN either??

A: Correct, you are not required to report the SSN for A+ purposes.

Q: Won't there be some programs that need student SS#'s? Medicaid, food service?

A: School Districts will need to determine locally if they need to maintain SSN in their local systems. The Department is only addressing its concerns with districts reporting SSN into MOSIS. There are two listserv messages addressing SSN that can be referenced for additional details.

Q: Our special ed department still needs SSN for Medicaid purposes, so I would go ahead and collect it at our school?

A: Yes, you may maintain it locally for your needs.